

# Enterprise Human Resources and Payroll

## #22 - ZZZ REMARKS



**When entering ZZZ remarks remember the following:**

- Only OPM remarks have been loaded into EHRP, any HHS specific remarks must be entered as a ZZZ remark.
- Only one ZZZ remark can be entered but multiple lines can be entered for the one remark code.
- Type the free form remark as if you were writing a sentence or paragraph as opposed to a bulleted list.
- Be sure to complete the first row of data entry before proceeding to second row.
- Do not hyphenate across lines, if a word is breaking, enter the full word on the next line.

**FOLLOWING THESE STEPS IS CRITICAL TO ENSURING THE ZZZ REMARKS PRINT CORRECTLY.**